

San Luis Obispo County

EMPLOYMENT OPPORTUNITY



SOCIAL SERVICES INVESTIGATOR

RECRUITMENT # 0905PM-01531-01 MUST APPEAR ON APPLICATION FORM

OPENED: 09-23-05

DEPARTMENT: Social Services

DEADLINE: 10-21-05

TYPE OF RECRUITMENT: Open

SALARY: \$ 3529-4290

EXAM#: 05-047

Conditional employment offers are based on successful completion of any preappointment background investigation, drug testing, and medical/psychological evaluation.

ABOUT THE POSITION:

Under general supervision, conducts routine investigations relating to suspected fraudulent receipt of aid; works in cooperation with the District Attorney's office and other law enforcement agencies; and completes other related work as required. **NOTE: *Bilingual Spanish-English candidates are encouraged to apply.***

TYPICAL TASKS:

Conducts routine investigations of persons suspected of fraudulent receipt of aid; locates and interviews suspected persons and witnesses; interprets and explains rules and regulations related to the investigation; contacts individuals, employers and other representatives of business or governmental organizations to secure information and gather evidence; evaluates testimony; examines evidence and suggests an appropriate course of action; gathers, assembles and prepares reports for presentation in court; testifies in court and assists in prosecutions; prepares correspondence, obtains and executes search warrants with concurrence of supervisor; conducts surveillance.

THE REQUIREMENTS:

Knowledge of:

Investigative techniques, methods and procedures; principles of identification, preservation and presentation of evidence; rules of evidence with particular reference to welfare fraud investigation and court procedure; the legal rights of citizens; interviewing principles and techniques; sources of information used to locate persons; bookkeeping and personal financial and credit transactions; report writing; record keeping; the laws pertaining to arrest, search and seizure.

Ability to:

Establish and maintain effective working relationships with others; conduct investigations relating to suspected fraudulent receipt of aid; learn, interpret and apply provisions of the welfare laws; obtain information and evidence by observation, examination of records, and interviews; analyze and evaluate the statements of witnesses or suspected violators; make arrangements for the repayment of funds erroneously obtained; organize time and material effectively; prepare correspondence and reports in an effective manner; deal tactfully with citizens and public officials; operate an automobile.

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MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a General Education Development (GED) certificate, **AND either A:** two years of experience as an Employment Resource Specialist III or equivalent, **or B:** one year of experience in investigative work with a law enforcement, probation department, or other closely related agency.

LICENSES/CERTIFICATES:

Successful Completion of Basic POST certification within six (6) months of appointment is required. Candidates must provide written proof of successful completion AND successful completion of POST certified basic investigators course pursuant to Penal Code §832.25 within twelve (12) months of Appointment. Candidates must provide written proof of successful completion AND a valid driver's license is required at the time of application. A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

All applicants are subject to the requirements outlined in Government Code Sections 1029 through 1031.

PHYSICAL/PSYCHOLOGICAL EXAM:

In accordance with Government Code Section 1031, candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position.

NOTE: This is only a partial job description. For a complete job description, please refer to our website at www.countyofslo.org/personnel or contact the Personnel Department at 805-781-5959.

IN ADDITION: This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. Duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have questions regarding the duties or the working conditions of the position, please contact the Personnel Department.

AGENCY SHOP:

Employees hired into the Public Services, Supervisory and Clerical bargaining units represented by SLOCEA labor contracts are covered by Agency Shop provisions which require that new employees become SLOCEA dues paying members or pay an agency shop service fee in lieu of dues.

NOTIFICATION:

Applicants will be notified 6-8 weeks after the final filing deadline. However, some recruitments may take less or more time depending on the type of exam and number of applicants. Notification for each phase of the recruitment process will be by U.S. mail or email. Therefore, notify the Personnel Department of any mailing or email address changes for all applications submitted.

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SELECTION PROCESS:

Applicants may be evaluated by use of an application, screening board, written examination, and/or oral board. Veterans and disabled veterans preference points will be assigned when applicable. The top nine or more ranks shall be certified for appointment consideration. Any part of this selection process may be changed. Eligible lists may be used to fill regular, limited term or temporary positions. New employees are required to complete an INS Employment Eligibility Verification form to certify citizenship or legal residency and authorization to work. Essential functions of a job for purposes of the Americans with Disabilities Act will be determined prior to the filling of each vacant position. **A REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE THE NEEDS OF THE DISABLED AND THE RELIGIOUS NEEDS OF AN APPLICANT. IF YOU REQUIRE SPECIAL ARRANGEMENTS TO PARTICIPATE IN THE RECRUITMENT PROCESS, YOU MUST INFORM THE COUNTY PERSONNEL DEPARTMENT IN WRITING OF THE TYPE AND EXTENT OF ACCOMMODATION NO LATER THAN THE FINAL FILING DEADLINE.**

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The County of San Luis Obispo is an Equal Opportunity Employer and seeks applicants who will be considered without regard to their political or religious opinions or affiliations, age, sex, race, color, national origin, marital status, disability, sexual orientation or other non-merit factors. For information concerning affirmative action, employment of individuals with disabilities, reasonable accommodations or essential functions of a position, contact the Personnel Department at 805-781-5959.

An application must either be on an official San Luis Obispo County application form and filed in the Personnel Department no later than 5:00 p.m. on the final filing date or submitted online through the Personnel website by 11:59 p.m. on the final filing date. The education/experience standards listed must be met as of the final filing date; however, possession of these requirements does not assure a place on the eligible list. A candidate's performance on the examination will be judged in comparison with the performance of other candidates.

NOTE: New employees are required to complete an INS Employment Eligibility Verification form to certify citizenship or legal residence and authorization to work.

Retirement: All permanent employees are enrolled in the County's independent retirement plan, and part or all of the employee contribution is paid by the County.

Medical/Dental/Vision: County pays for Medical/Dental/Vision insurance for most permanent employees, and most employees receive additional County contributions for their dependents' Medical/Dental/Vision coverage. Depending on the Labor Agreement for this job classification, the Cafeteria Benefit may be pro-rated based on hours paid.

Holiday & Time Off: There are twelve paid holidays and one personal leave day per year, for all permanent county employees. Employees required to work on a holiday receive full holiday pay in addition to straight time pay for actual hours worked. Vacation Time is accrued by a permanent, full-time employee at the following rate:

*1 to 4 years = 10 days a year
5 to 9 years = 15 days a year
10 + years = 20 days a year*

Sick Leave: All permanent employees accrue one working day of sick leave for each month of service. Accrual is limited by bargaining unit agreement.

Many employees who leave County service with more than five years of service receive payment for one-half of their accrued sick leave balance at a rate of payment established by bargaining unit agreement or Board of Supervisors' Resolution.

Additional information is available on the Job Hotline: 805-781-5958, Personnel Office: 805-781-5959 and website www.countyofsl.org/personnel.

Situated between the Santa Lucia Mountains and Pacific Ocean, San Luis Obispo County is an exceptional place to live and work. Our County's natural beauty, including beaches, mountains, state parks, lakes and wilderness areas, offers the opportunity to create lives and businesses that provide a sense of community and peace.

San Luis Obispo County is home to a large state university—California Polytechnic State University—and a multi-campus community college—Cuesta College. Hearst Castle is located along Highway 1 which was recently designated as a Scenic Byway (1 of only 23 in the County). The County is within easy driving distance, either way, of San Francisco and Los Angeles.

With temperatures moderated by the Pacific Ocean, we have a pleasant climate year round. Summer temperatures rarely exceed 90 degrees, and it is not uncommon to have winter days in the 70's.

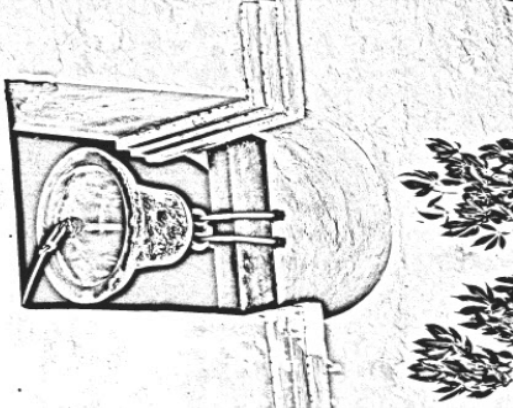
Over 256,000 residents enjoy the Central Coast. Agriculture, government, tourism and recreation make up the principal economic background.

With the ocean and mountains, Spanish historical flavor, mild climate, sense of community, and natural beauty, San Luis Obispo is a great place to call home.

The Personnel Department is at 1055 Monterey Street, on the corner of Santa Rosa and Monterey Streets, on the second floor in Suite D-250.

From Hwy101 North
Take the Santa Rosa Avenue exit. At Santa Rosa, turn left. At Monterey Street, turn right.

From Hwy 101 South
Take the Osos Street exit. Go to Monterey Street and turn left.



**SAN LUIS OBISPO COUNTY
PERSONNEL DEPARTMENT
1055 MONTEREY STREET, SUITE D-250
SAN LUIS OBISPO CA 93408**